Federal Bureau of Investigation (FBI)
Criminal Justice Information Services (CJIS) Division's
New National Instant Criminal Background Check System (New NICS)

New NICS E-Check User Manual

Version 1.6

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Produced for:

Federal Bureau of Investigation
CJIS Division
1000 Custer Hollow Road
Clarksburg, WV 26306

Table of Contents

1. Overview

This NICS E-Check User Manual has been created to assist you with all functions of the new and improved FBI NICS E-Check. A screen shot has been created for each step of the various functions covered within the user manual. An associated numbered step will be featured above each screen shot to provide direction for the user.

When reviewing the user manual, keep in mind that there are multiple user roles with varying user permissions; therefore, the screen shots may vary.

2. Register for a NICS E-Check Account

2.1 Create an Account

Register for FBI NICS E-Check at **www.nicsezcheckfbi.gov**. Registration should only be completed once per FFL account. An owner or manager can create accounts for the remaining NICS E-Check users once the FFL account has been created.

Information you will need to set up your account includes:

- Username—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive your username via e-mail. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user (Primary User or Organization Lead). The administrative users create accounts for the remaining employees who will be using the FBI NICS E-Check. When creating your account, the administrative user will receive your username and provide it to you.
- Password—If you are the person registering your FFL to use the FBI NICS E-Check, you will receive instructions via e-mail on how to obtain your temporary password. If your FFL is already registered to use the FBI NICS E-Check, then your FFL has at least one administrative user. When creating your account, the administrative user will receive your temporary password and provide it to you. Upon receipt of your temporary password, you will need to change the password to something you will use each time you log on.

1. Click ‘Register to use the FBI NICS E-Check’.

Figure 2-1: FBI NICS E-Check Welcome Page

2. The Term and Conditions page will display. Read through the terms and conditions and select your response: Agree or Disagree.

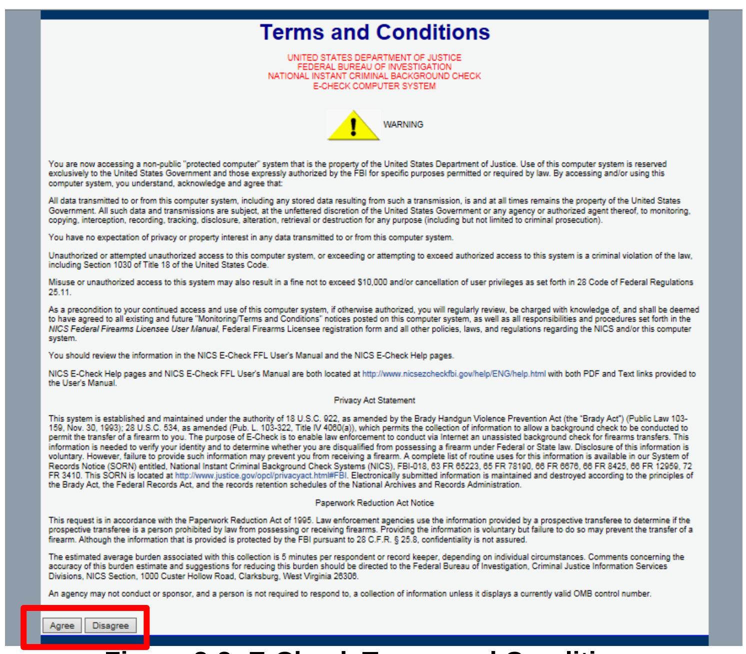


Figure 2-2: E-Check Terms and Conditions

3. Enter your information in the Account Request Form fields.

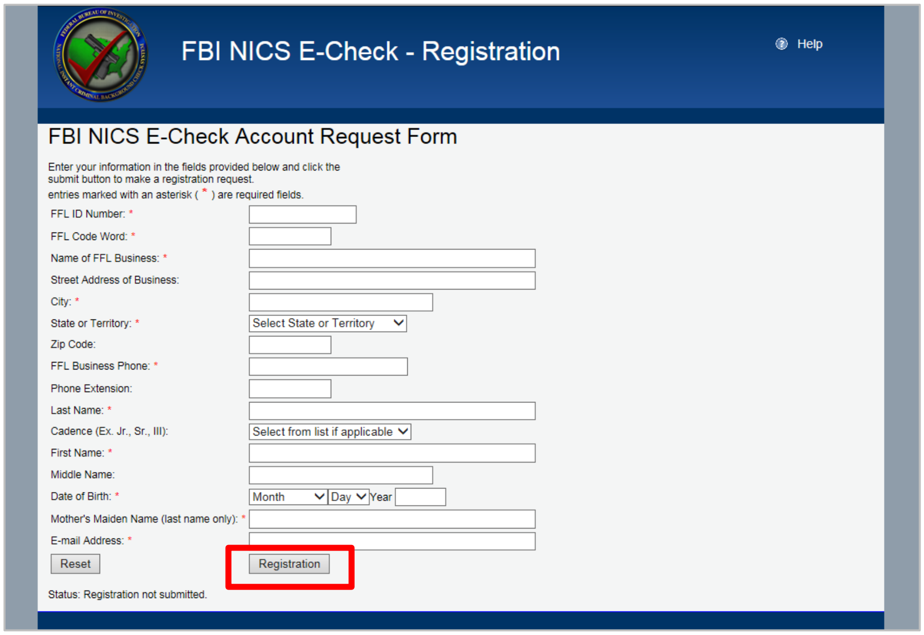


Figure 2-3: E-Check Registration Page

4. Click the 'Registration' button.

   Reminder: The registration process only needs to be done once by the owner/manager of the FFL. The manager/owner will create and modify the accounts for the employees.

5. The E-Check Account Request Confirmation page will display. Click **Populated Enrollment Form**. Note: The request is not complete until you fax or e-mail the enrollment form.

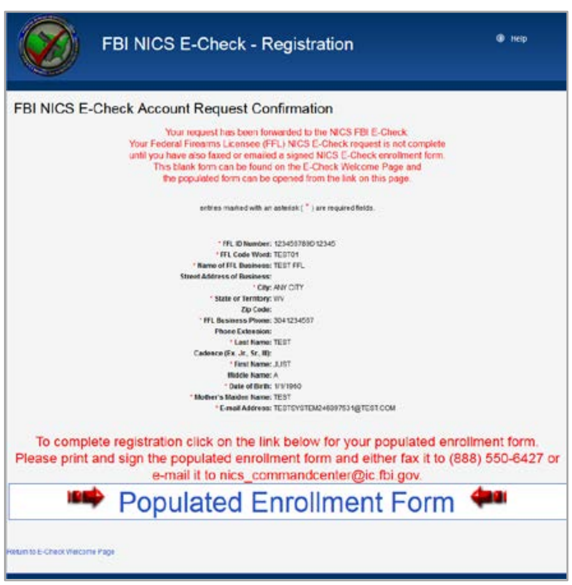
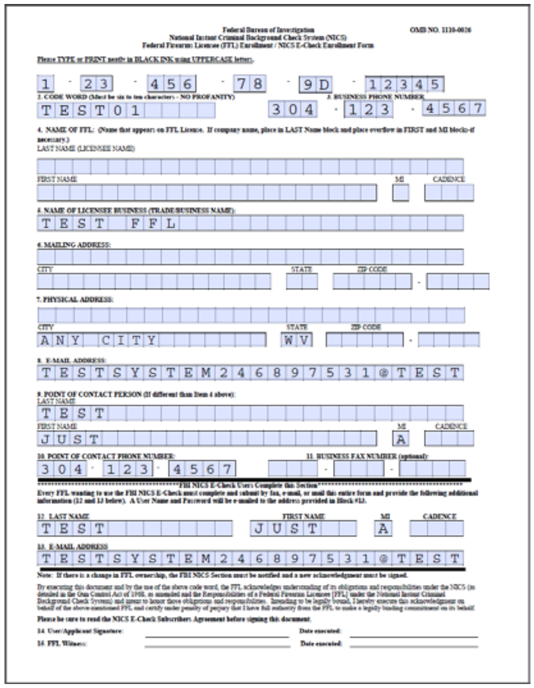


Figure 2-4: E-Check Terms and Conditions

6. Review the Completed Enrollment Form (sample below).



Federal Bureau of Investigation
National Instant Criminal Background Check System (NICS)
Federal Firearms Licensee (FFL) Enrollment / NICS E-Check Enrollment Form

OMB NO. 1110-0026

Please TYPE or PRINT neatly in BLACK INK using UPPERCASE letters.

1 - 23 - 456 - 78 - 9D - 12345

2. CODE WORD (Must be six to ten characters - NO PROFANITY): TEST01

3. BUSINESS PHONE NUMBER: 304 - 123 - 4567

4. NAME OF FFL: (Name that appears on FFL License. If company name, place in LAST Name block and place overflow in FIRST and MI blocks-if necessary.)

LAST NAME (LICENSEE NAME)

FIRST NAME | MI | CADENCE

5. NAME OF LICENSEE BUSINESS (TRADE/BUSINESS NAME): TEST FFL

6. MAILING ADDRESS:

CITY | STATE | ZIP CODE

7. PHYSICAL ADDRESS:

CITY: ANY CITY | STATE: WV | ZIP CODE

8. E-MAIL ADDRESS: TESTSYSTEM246897531@TEST

9. POINT OF CONTACT PERSON (If different than Item 4 above):

LAST NAME: TEST

FIRST NAME: JUST | MI: A | CADENCE

10. POINT OF CONTACT PHONE NUMBER: 304 - 123 - 4567

11. BUSINESS FAX NUMBER (optional):

FBI NICS E-Check Users Complete this Section

Every FFL wanting to use the FBI NICS E-Check must complete and submit by fax, e-mail, or mail this entire form and provide the following additional information (12 and 13 below). A User Name and Password will be e-mailed to the address provided in Block #13.

12. LAST NAME: TEST | FIRST NAME: JUST | MI: A | CADENCE

13. E-MAIL ADDRESS: TESTSYSTEM246897531@TEST

Note: If there is a change in FFL ownership, the FBI NICS Section must be notified and a new acknowledgment must be signed.

By executing this document and by the use of the above code word, the FFL acknowledges understanding of its obligations and responsibilities under the NICS (as detailed in the Gun Control Act of 1968, as amended and the Responsibilities of a Federal Firearms Licensee [FFL] under the National Instant Criminal Background Check System) and intent to honor those obligations and responsibilities. Intending to be legally bound, I hereby execute this acknowledgment on behalf of the above-mentioned FFL and certify under penalty of perjury that I have full authority from the FFL to make a legally binding commitment on its behalf.

Please be sure to read the NICS E-Check Subscribers Agreement before signing this document.

14. User/Applicant Signature: ____ Date executed: ____

15. FFL Witness: ____ Date executed: ____

Figure 2-5: Sample of Completed Enrollment Form

7. Print the form.
8. Sign and date the form. Also, have a witness sign and date the form. The witness can be anybody you wish.
9. Fax the form to: 1-888-550-6427 OR e-mail it to nics_commandcenter@ic.fbi.gov
10. Once the account has been created, an e-mail will be sent to the e-mail address provided. The e-mail will include your username and instructions on how to obtain your temporary password.

3. Navigation Basics and Settings

3.1 Login

To initiate a new E-Check session,

1. On the Welcome Page, Click on the "Log on to the FBI NICS E-Check" link.

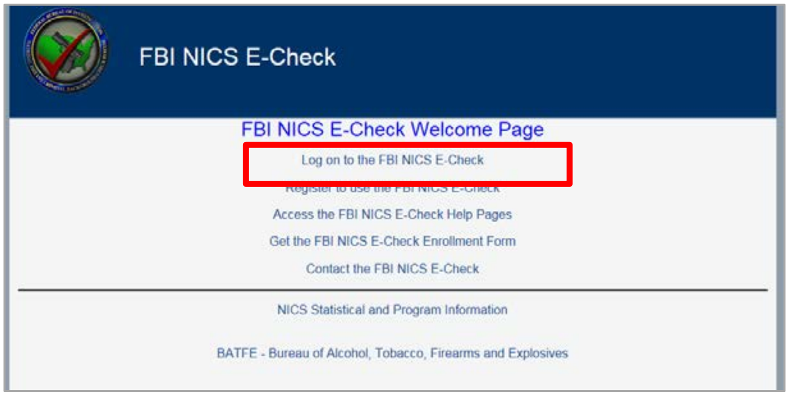


Figure 3-1: FBI NICS E-Check

2. At the LEEP Page, enter your password.
3. Below the username field is an option for Password or Token. The Password button should be selected.
4. Click the Sign In button.

Figure 3-2: LEEP Portal Login

3.2 E-Check Terms and Conditions

The E-Check Terms and Conditions page will display once the NICS application is open.

1. Select ‘Agree’ to move forward into E-Check.

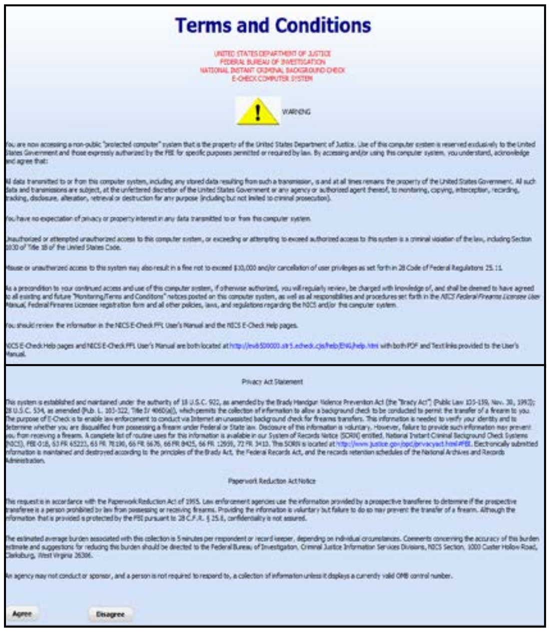


Figure 3-3: E-Check Terms and Conditions

3.3 Access Number (FFL RDS Key)

Once you have selected the ‘Agree’ button on the E-Check Terms and Conditions page, you will be prompted to select an Access Number (RDS Key). You will need to select the RDS Key even if you only have one FFL.

Note: The RDS Key is an abbreviated version of the FFL ID. It is the first 3 and last 5 characters of the FFL number.

1. Double-click the row to view the FFL Information.

Figure 3-4: FFL RDS Key Row

2. Select your Access Number or **RDS Key** by clicking the Select button.

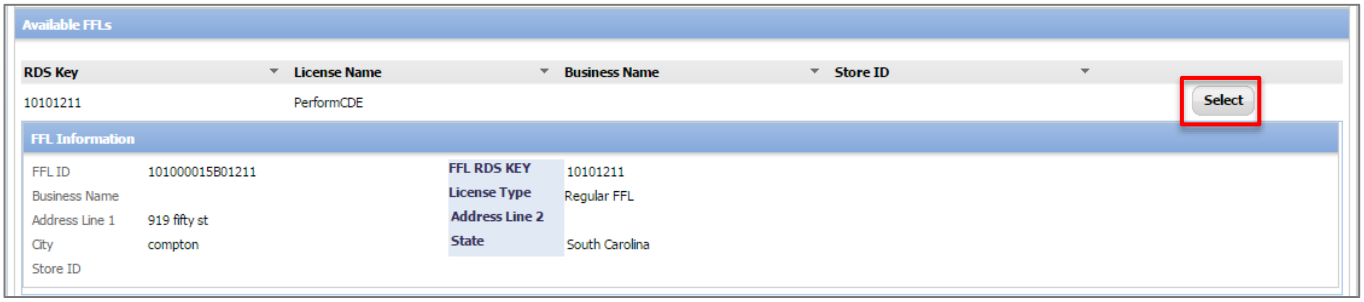


Figure 3-5: FFL Information

3.4 Portal Overview

After selecting the RDS Key, the portal page will display. This is the page where you will initiate all work in the NICS. It provides access to the processes, notifications, and common links assigned to your user role. NICS has role-based access control, which is an approach to limit system access to authorized users only. Therefore, your portal is tailored to the rights granted to you based on your user role and will not display items you do not have permission to access.

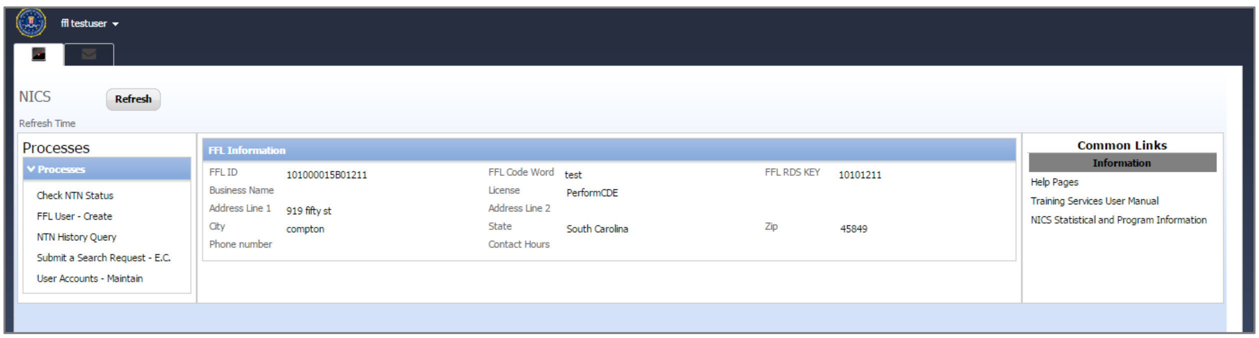


Figure 3-6: NICS Portal Page

3.5 Processes

The Processes section is located on the left side of the portal page. It lists the actions a user can initiate within the application. As noted above, the processes listed on a user's portal are driven by the user's role settings. Each process is described in further detail in this user manual.

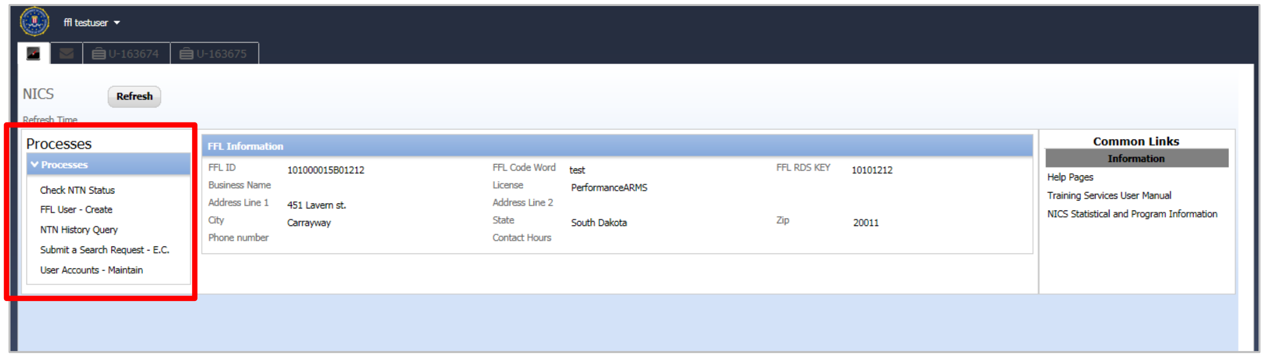


Figure 3-7: Processes Section

3.6 Common Links

The Common Links section features the most frequently used links when working in NICS. The following links are included in this section:

- **Help Pages**: includes a description of and instructions for using the NICS.
- **Training Services User Manual**: a link to the document you are currently reading, intended to give assistance to users of the NICS E-Check application.
- **NICS Statistical and Program Information**: links to the FBI.gov NICS public statistics.

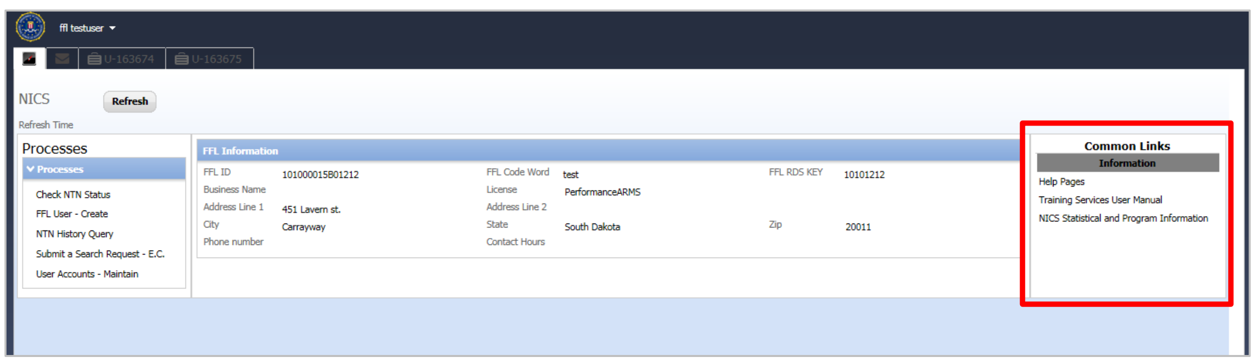


Figure 3-8: Common Links

3.7 Tabs

Tabs are located at the top of the portal page and function as the main navigation to access various work streams. As noted above, the tabs listed on a user's portal are driven by the user's role settings. Tabs include:

- **Home Tab:** the tab users will view when they first log into the application.
- **Notification Center:** in the future, this will display messages regarding updates to records and system messages.

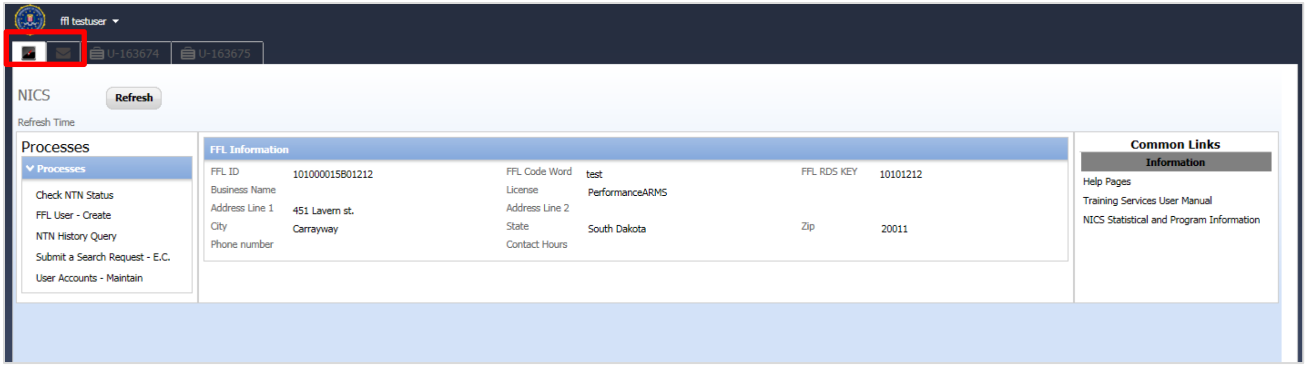
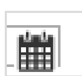


Figure 3-9: Home Tab

3.8 Commonly Used Icons

Several icons continuously appear as you navigate through the NICS. The table below identifies the most commonly used icons and the action they perform in the NICS.

Icon	Action
	**Add a row**
	**Expand, Collapse**
Refresh	**Refresh**
	**Delete a Row**
	**Select a Date**
	**Exit**
Submit	**Submit**
Search	**Search**
	**Required Field**
Add Comment	**Add a Comment**

	**Sort Ascending (within an inquiry)**
	**Sort Descending (within an inquiry)**

Table 3-1: Commonly Used Icons

4. Submit a Search Request via E-Check

The background check is the core functionality to the NICS. Before transferring the firearm, submit the Background Check via the NICS E-Check to ensure the customer is eligible to receive the firearm.

4.1 Submit a Search Request – E.C.

A background check can be submitted via E-Check by navigating to the Submit a Search Request – E.C. process. The section below documents the steps necessary to submit a background check search via E-Check.

1. Select 'Submit a Search Request – E.C.' from the Processes section.

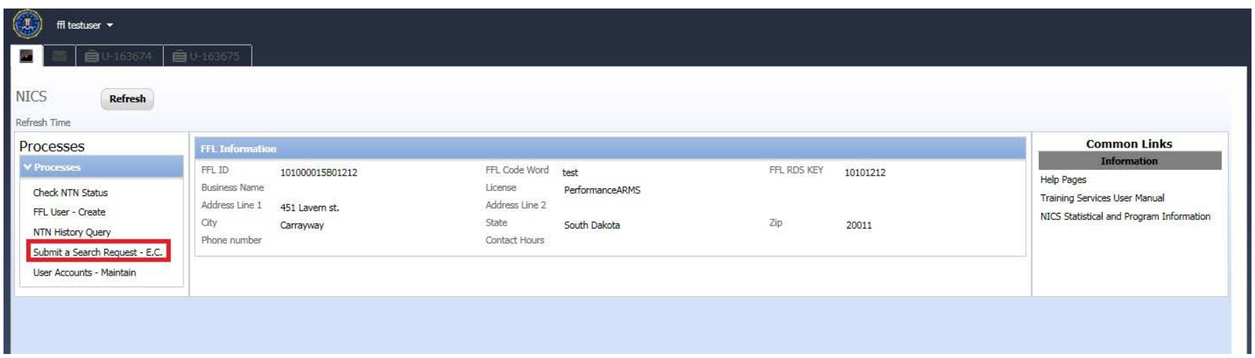


Figure 4-1: Submit a Background Check via E-Check

2. A blank Application page will display. Enter the Application information as depicted in the figures below. The purpose of this page is to supply the subject information listed on the ATF Form 4473 in order to conduct a background check.

   Note: Required fields will be marked with a gold asterisk. Not all fields are required; however, it is recommended that you complete as many fields as possible.

3. Click the **Submit** button.

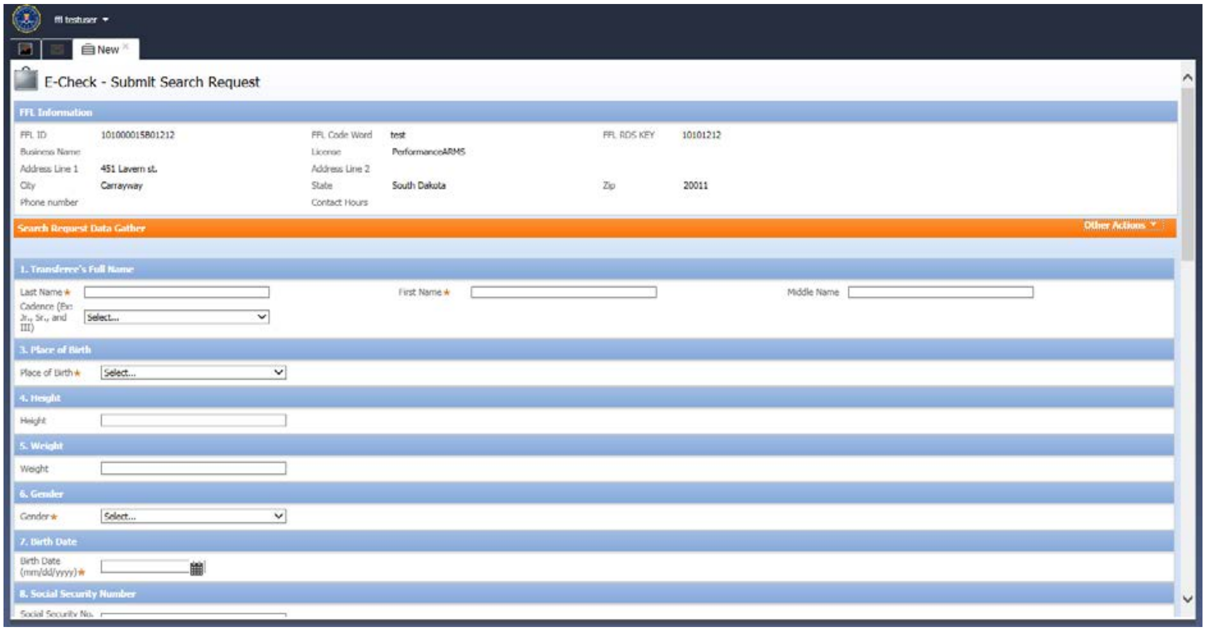


Figure 4-2: Application Page (1 of 5)

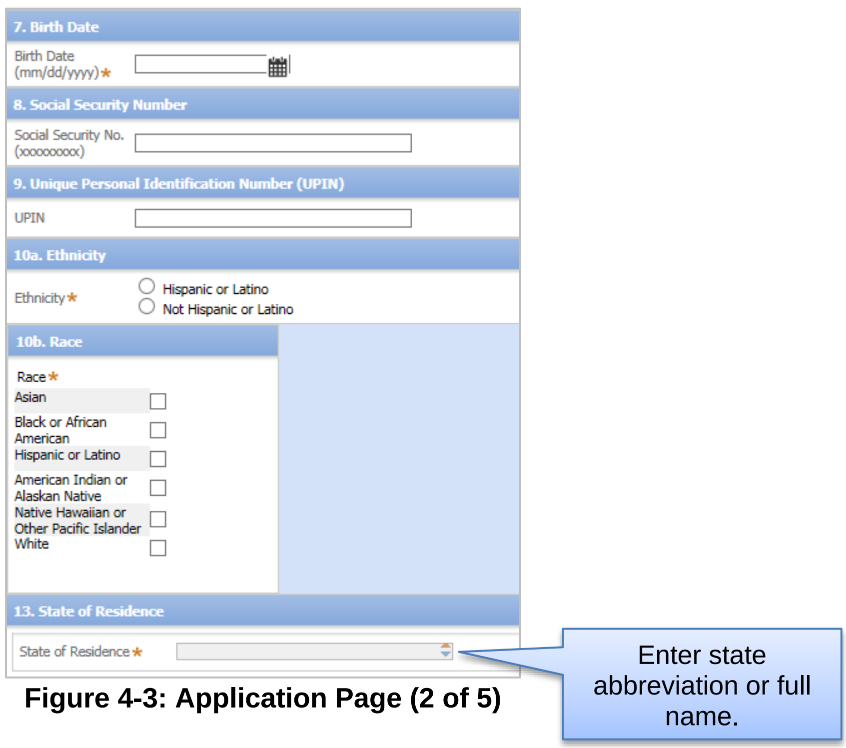


Figure 4-3: Application Page (2 of 5)

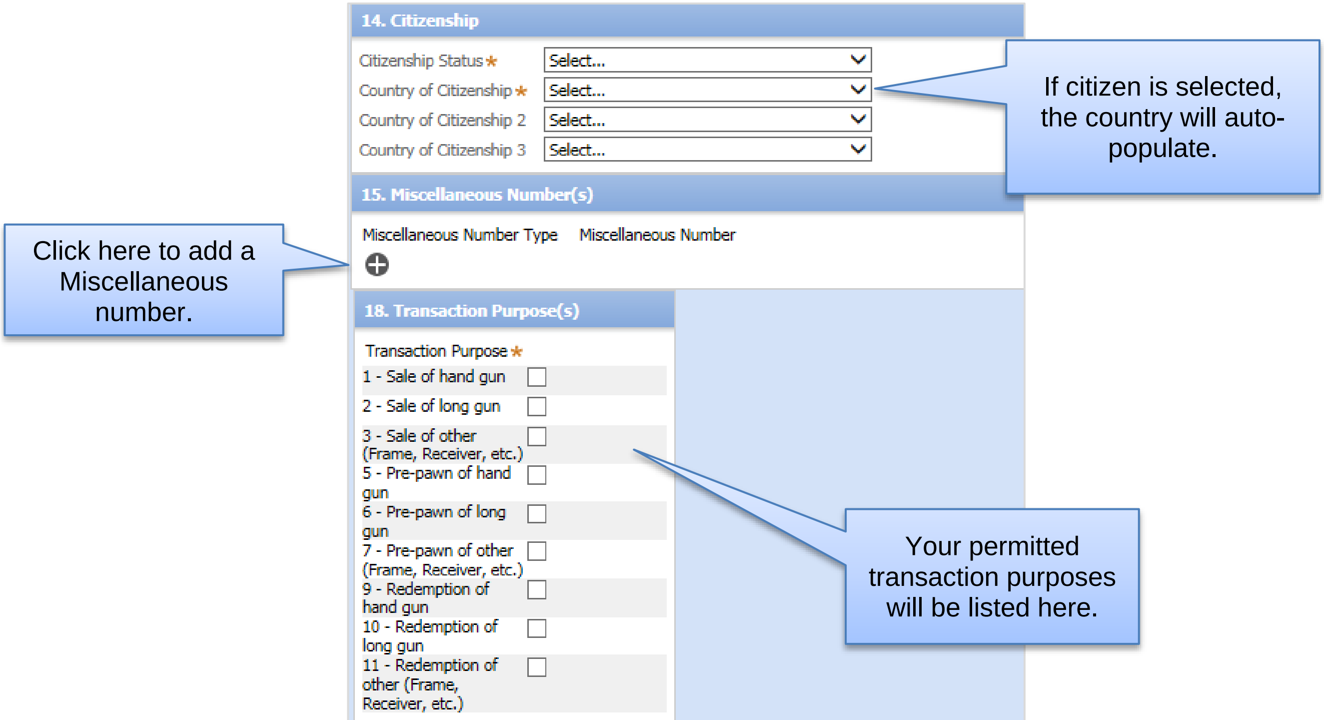


Figure 4-4: Application Page (3 of 5)

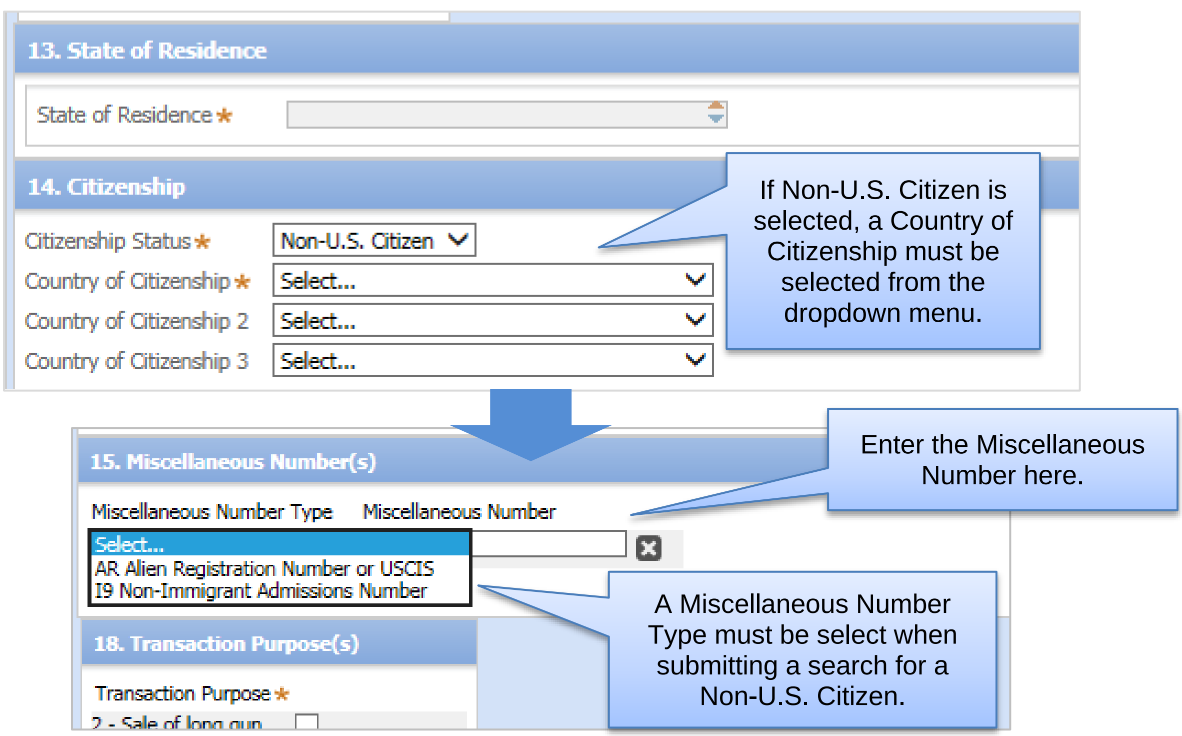


Figure 4-5: Application Page (4 of 5)

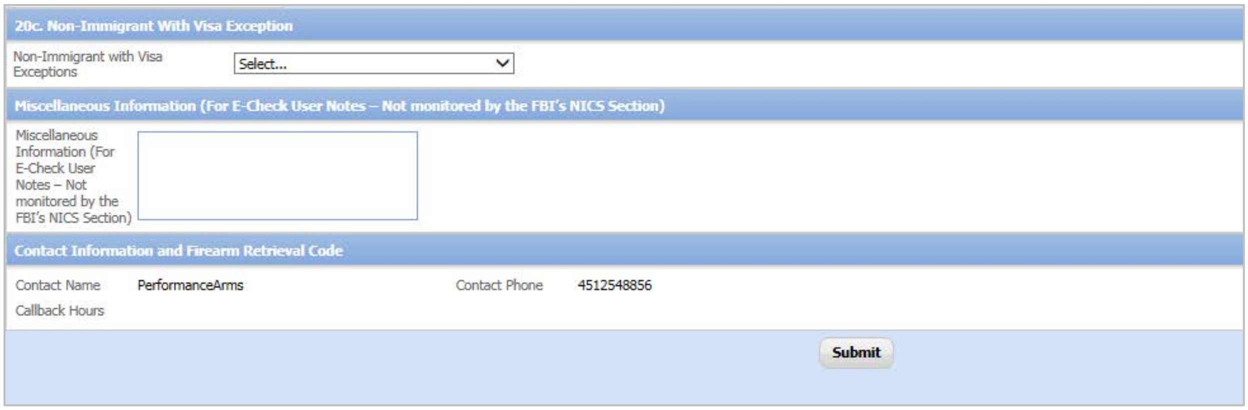


Figure 4-6: Application Page (5 of 5)

The table below defines each field and criteria for each field within the Application page, as well as denotes if the field is required.

Field Name	Field Type	Required Field (Y/N)?	Description
Last Name	Text	Yes	The last name of the subject.
First Name	Text	Yes	The first name of the subject.
Middle Name	Text	No	The middle name of the subject.
Cadence (Ex: Jr., Sr. and III)	Dropdown	No	The cadence of the subject. Permitted values include: • JR • SR • II • III • IV • V • VI • VII • VIII • IX • X
Place of Birth	Dropdown	Yes	The subject's place of birth. U.S. states are listed first, followed by non-U.S. provinces, states and countries.
Height	Text	No	The height associated with the subject. Must be 3 alphanumeric characters. Permitted values include: • First position must be feet. • Positions 2 and 3 must be inches with fractions of an inch rounded off to the nearest inch. • If nothing is entered in the HGT field, it will be left blank. • The values allowed are 400-711 or 000 for missing or unknown.
Weight	Alphanumeric	No	The weight associated with the subject. Must be written as alphanumeric characters.

Field Name	Field Type	Required Field (Y/N)?	Description
Gender	Radio Button	Yes	The gender of the subject. Permitted values include: • Female • Male • Unknown
Birth Date	Dropdown or Text	Yes	The subject's date of birth, composed of the individual day, month, and year. Must be 8 alphanumeric characters. The DOB may only be provided as MM/DD/YYYY and partials are not accepted.
Social Security No. (xxxxxxxxx)	Text	No	The Social Security Number of a subject. Note: The Social Security Number will not be validated when entered in the SSN field on the NTN Inquiry window. Must be 9 numeric characters. Permitted values include: • Cannot be all zeroes • Cannot be all nines • Must be all numeric • Must not be < 001010001 • Must not have 8 or 9 in the first character • Must not have 00 in the fourth and fifth positions
UPIN	Text	No	A unique number assigned to every individual whose record(s) is entered into the VAF. Permitted values include: Uppercase or lowercase "V" followed by 5 to 7 numbers and/or uppercase or lowercase consonants. Vowels will not be accepted in this field.
Ethnicity	Radio Button	Yes	The ethnicity of a subject. Permitted values include: • Hispanic or Latino • Not Hispanic or Latino
Race	Checkbox	No	The race and/or ethnicity of a subject. Permitted values include: • Asian • Black or African American • American Indian or Alaskan Native • Native Hawaiian or Other Pacific Islander • White

State of Residence	Text Code	Yes	Code representing the state, U.S. province, or U.S. territory in which a subject currently resides. Permitted values include: Applicable values for U.S. locations from Code Table POB SOR CODES (U.S. States) External Code/Description == ========== AK Alaska AL Alabama AM American Samoa AR Arkansas AZ Arizona CA California CO Colorado CT Connecticut DC Dist of Columbia DE Delaware FL Florida FS Federated States of Micronesia GA Georgia GM Guam HI Hawaii IA Iowa ID Idaho IL Illinois IN Indiana KS Kansas KY Kentucky LA Louisiana MA Massachusetts MD Maryland ME Maine MI Michigan MK Northern Marianas Islands MN Minnesota MO Missouri MS Mississippi MT Montana NB Nebraska NC North Carolina ND North Dakota NH New Hampshire NJ New Jersey NM New Mexico NV Nevada NY New York OH Ohio OK Oklahoma OR Oregon PA Pennsylvania PD Palau Republic of PR Puerto Rico RI Rhode Island SC South Carolina

Field Name	Field Type	Required Field (Y/N)?	Description
			SD South Dakota TN Tennessee TX Texas UT Utah VA Virginia VI US Virgin Islands VT Vermont WA Washington State WI Wisconsin WV West Virginia WY Wyoming
Citizenship Status	Dropdown	Yes	The status of the subject's citizenship. Permitted values include: • Citizen • Non-U.S. Citizen • Non-U.S. Citizen (IAQ)
Country of Citizenship	Dropdown	Yes	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Country of Citizenship 2	Dropdown	No	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Country of Citizenship 3	Dropdown	No	A code specifying the country or countries, up to 3, in which the subject claims citizenship.
Transaction Purpose(s)	Checkbox	Yes	A unique identifier which identifies the reason or purpose of the background check that an FFL/ASI/ORI is permitted to complete: • 01 Sale of hand gun • 02 Sale of long gun • 03 Sale of Other (Frame, Receiver, etc.) • 05 Pre-pawn of hand gun • 06 Pre-pawn of long gun • 07 Pre-pawn of Other • 09 Redemption of hang gun • 10 Redemption of long gun • 11 Redemption of Other • 15 Explosives – Responsible Persons • 16 Explosives – Possessor • 18 Explosives – Responsible Person-Renewal • 20 ATF Firearms Licensee background check • 19 National Firearms Act background check • 21 Nuclear Regulatory Commission background check • 22 Return of hand gun • 23 Return of long gun • 24 Return of Other • 25 Rental of hand gun • 26 Rental of long gun • 14 Gun permit • 17 Explosives – State-initiated • 34 Permit Recheck

Field Name	Field Type	Required Field (Y/N)?	Description
Miscellaneous Number Type	Expand Button / Dropdown	No	Selected types of miscellaneous numbers associated with a subject. Permitted values include: • AR Alien Registration Number or USCIS • Non-Immigrant Admissions Number
Miscellaneous Number	Expand Button / Text	No	Selected miscellaneous numbers associated with a subject.
Non-Immigration with Visa Exceptions	Dropdown	No	Permitted values include: • No • Not Answered • Yes
Contact Information: Last Name	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: First Name	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: Middle Name	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Contact Information: Phone	Text	No	The contact information provided by user when a NICS transaction is submitted to facilitate callbacks.
Miscellaneous Information			Free text box.

Table 4-2: Application Page

4. You will be taken to the Verify Search Information page. This page depicts the information entered on the ATF 4473 form in read-only.

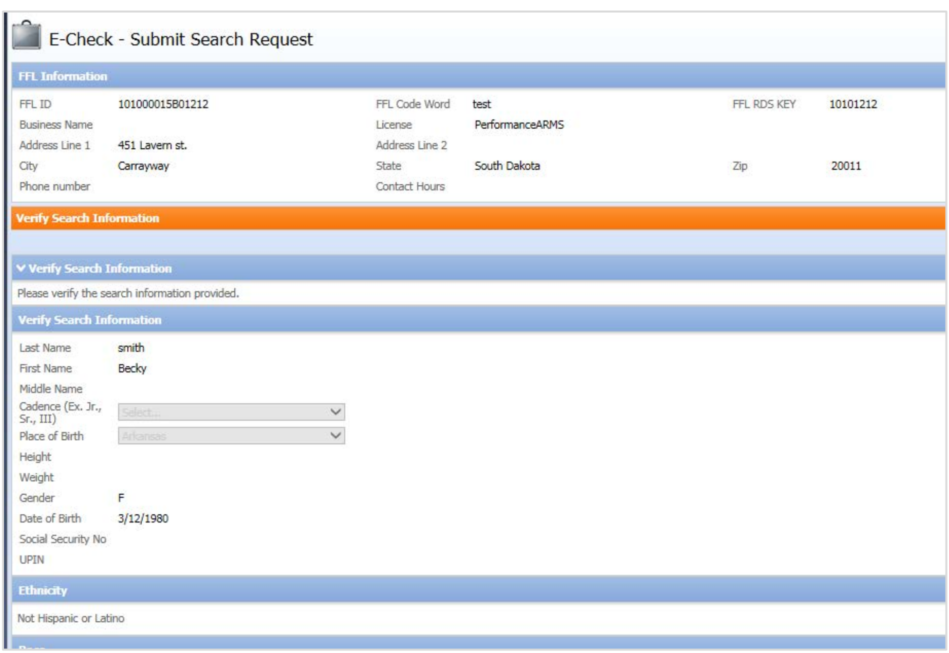


Figure 4-7: Verify Search Information Page (1 of 2)

5. Scroll down and click the **Submit** button at the bottom of the screen to submit the application to the NICS.

Figure 4-8: Verify Search Information Page (2 of 2)

6. The Immediate Search Response page will display. The purpose of this page is to provide a NICS Transaction Number (NTN) and an immediate transaction status.
   a. The **Transaction Information section** provides the Last Name, First Name, NTN, Created Date, and Submitted User for the record.

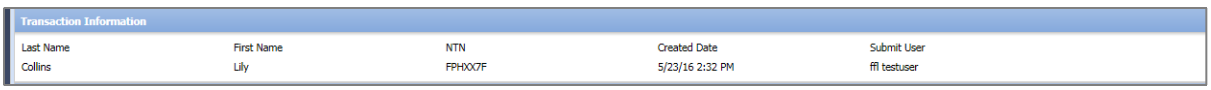


Figure 4-9: Transaction Information Section

   b. The **Success Message section** provides the automatically assigned NTN and confirms it was successfully created. It also provides the transaction status for the record. Every NICS background check transaction has a status, which identifies the current status of the subject's background check as it develops.
      i. When an NTN has an automatic status of 'Proceed' or 'Denied,' the status will initially display as 'New.'

      Note: Do <u>not</u> click on the 'New' status to retrieve the status. Click on the Retrieve Status button to display the 'Proceed' or 'Denied' status.

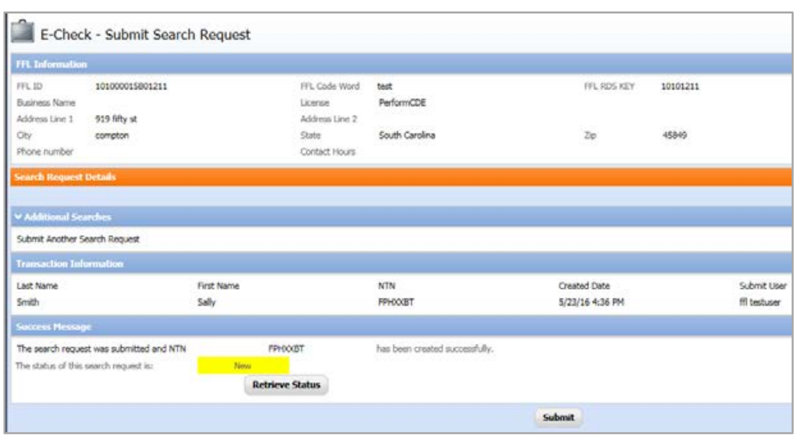


Figure 4-10: Immediate Search Response Page

ii. A status of 'Researching' will display if the NICS received your request for the NTN and must conduct further research on the transaction.

Note: Click on the Retrieve Status button periodically until 'Researching' has changed to 'New'.

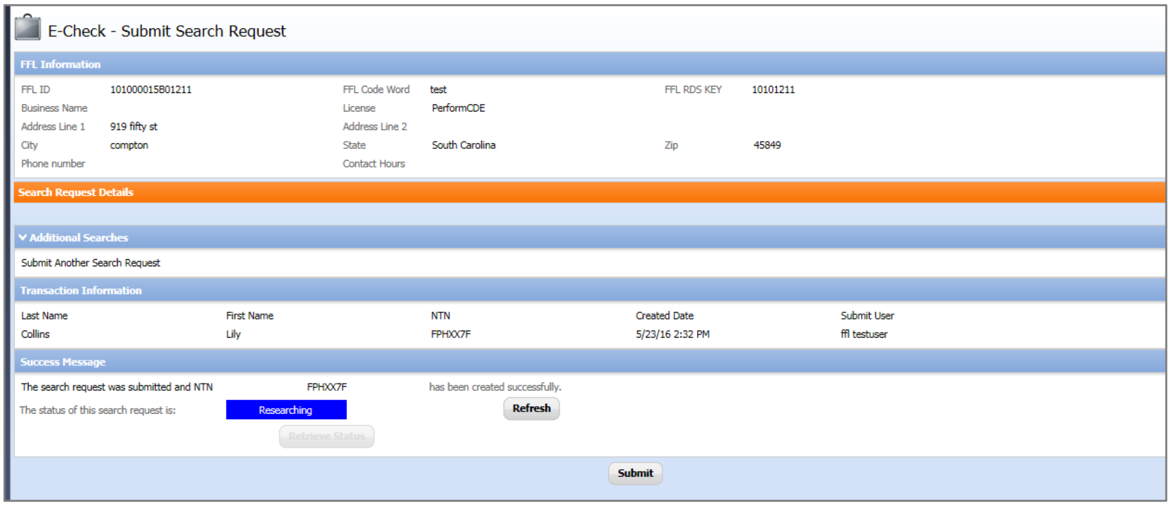


Figure 4-11: Immediate Search Response Page

7. Click the **Submit** button to return to the Home tab.

4.2 Submit Multiple Search Requests

Additional searches can be performed by selecting the 'Submit Another Search Request' link on the Search Request Details page.

1. Select the **Submit Another Search Request** link.

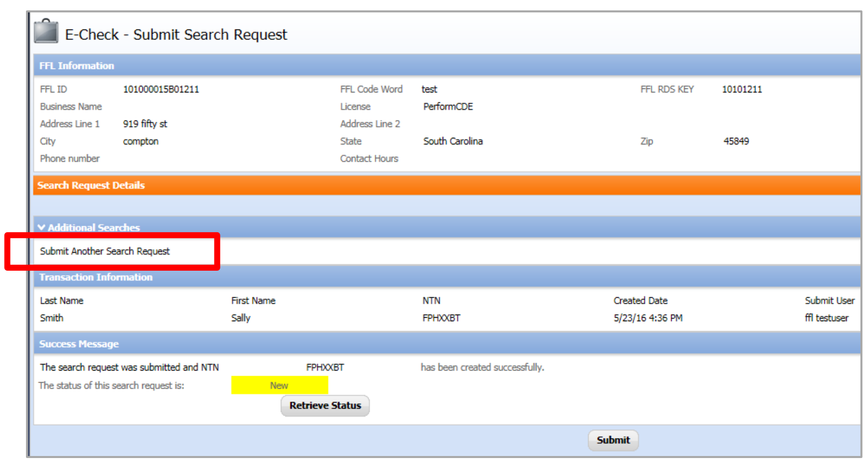


Figure 4-12: E-Check – Submit a Search Request

2. A new Search Request page will display. Repeat the previous steps to submit another background check.

5. Check an NTN Status

The status of an NTN can be checked by selecting the ‘Check NTN Status’ link in the Processes section. The table below defines the different status types and depicts how they will appear in the NICS.

Status	Description
New	A new status can be retrieved by clicking the link in this status.
Open	This NTN has passed the Brady Transfer Date.
Delayed	This NTN is in a Delayed status and the NICS is conducting further research on the transaction.
Researching	This NTN is being sent to the NICS to conduct further research.
Cancelled	This NTN was cancelled.
Denied	This NTN has received a final status of Denied.
Proceed	This NTN has received a final status of Proceed.

Table 5-1: NTN Status Descriptions

5. 1 Check an NTN Status

The section below documents the steps necessary to check an NTN status via E-Check.

1. Select **Check NTN Status** from the Processes section.

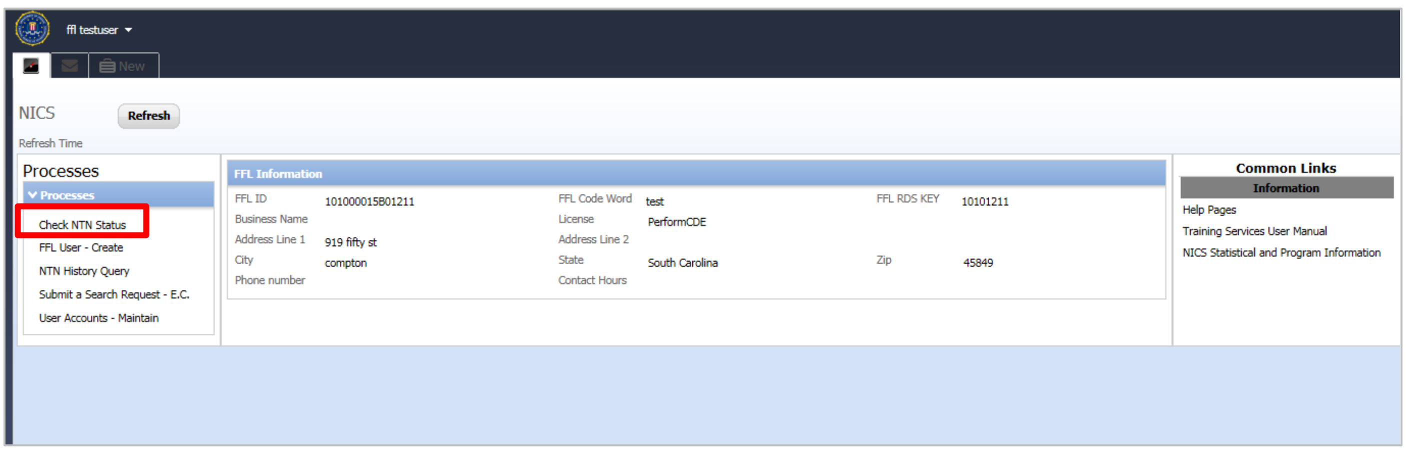


Figure 5-1: Check NTN Status

2. Review the list of E-Check transactions listed along with their statuses.

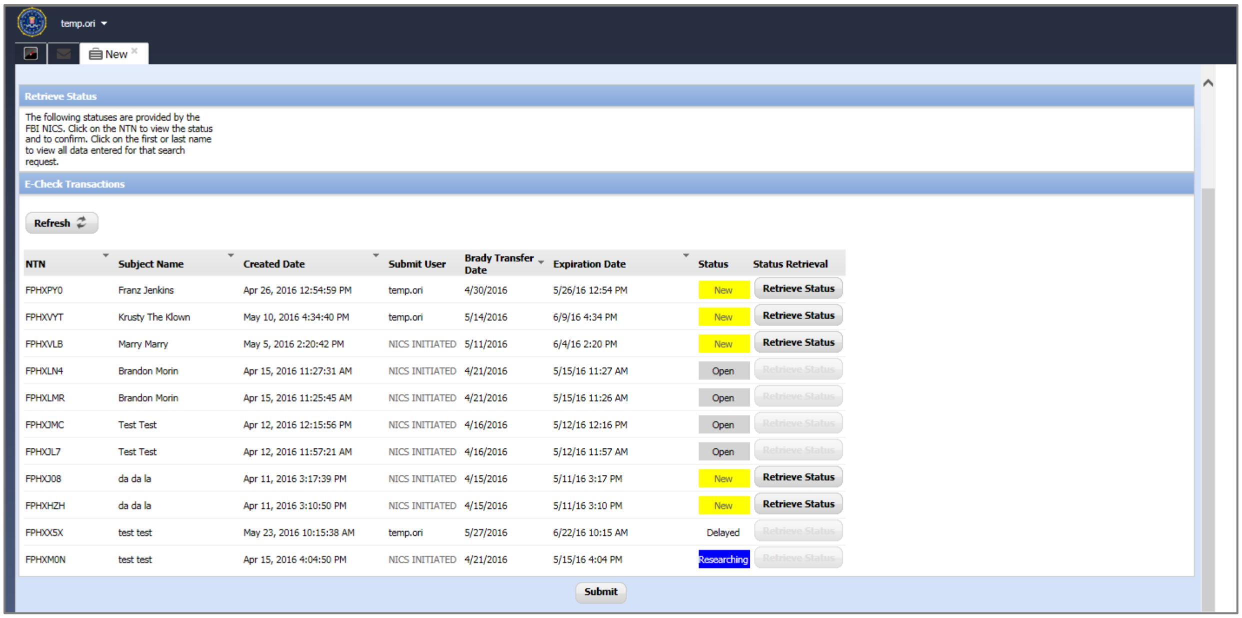


Figure 5-2: Check Status

5.2 Retrieve a New Delayed Status

A delayed status will appear when the NICS is conducting further research on a transaction. The section below documents the steps necessary to retrieve a delayed status notification.

1. Click the Retrieve Status button.

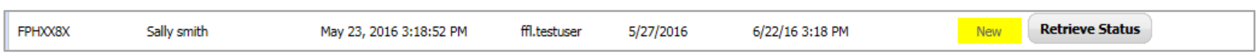


Figure 5-3: 'New Link'

2. Click the Submit button to acknowledge receipt of the status.

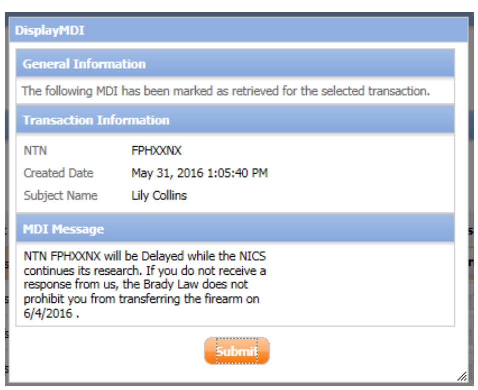


Figure 5-4: Retrieve Delayed Status

3. The status will change to display ‘Delayed’ on the Check NTN Status page.

Figure 5-5: Delayed Status

4. Document the status on your ATF Form 4473.

5.3 Retrieve a New Proceed Status

The section below documents the steps necessary to receive a ‘Proceed’ status notification.

1. Click the Retrieve Status button.

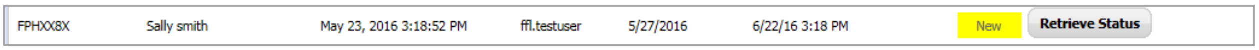


Figure 5-6: ‘New’ Link

2. Click the Submit button to acknowledge retrieval of the NTN status and see the status.

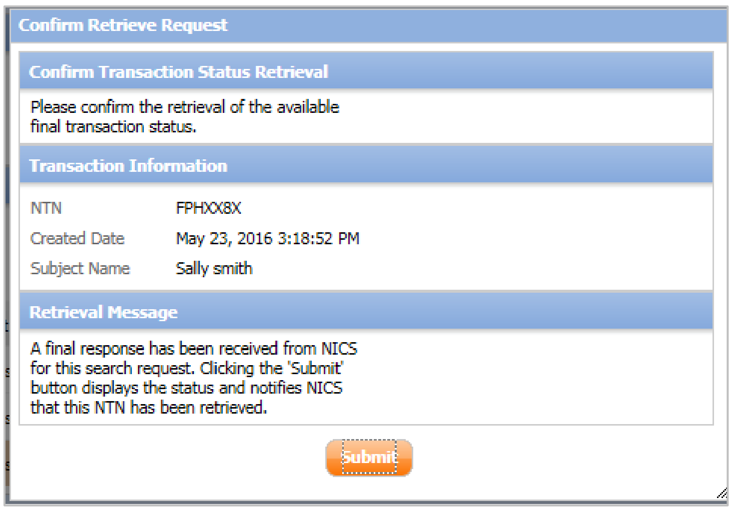


Figure 5-7: Confirm Retrieve Request Message

3. The status of ‘Proceed will display along with the NTN. Click the ‘Submit’ button to return to the Check NTN Status page.

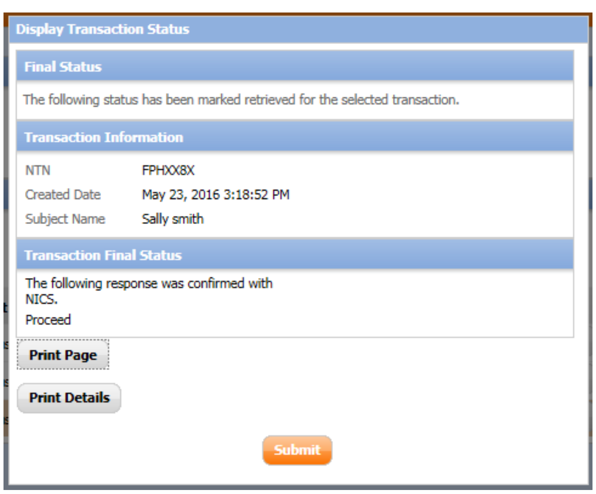


Figure 5-8: Display Transaction Status Page

4. The status will change to display ‘Proceed’ on the Check NTN Status page.

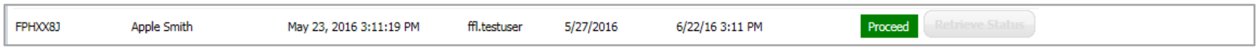


Figure 5-9: Proceed Status

5. Document the status on your ATF Form 4473.

5.4 Retrieve a New Denied Status

The section below documents the steps necessary to receive a ‘denied’ status notification.

1. Click the Retrieve Status button.

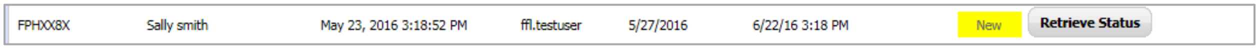


Figure 5-10: New Status

2. Click the Submit button to acknowledge receipt of the status.

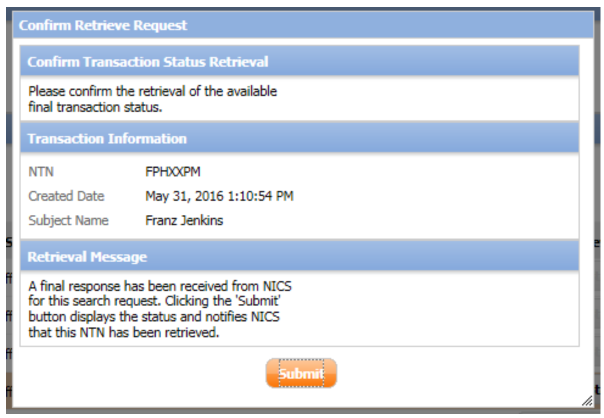


Figure 5-11: Confirm Retrieve Request Page

3. The status of ‘Denied’ will display along with the NTN. Click the **Submit** button.

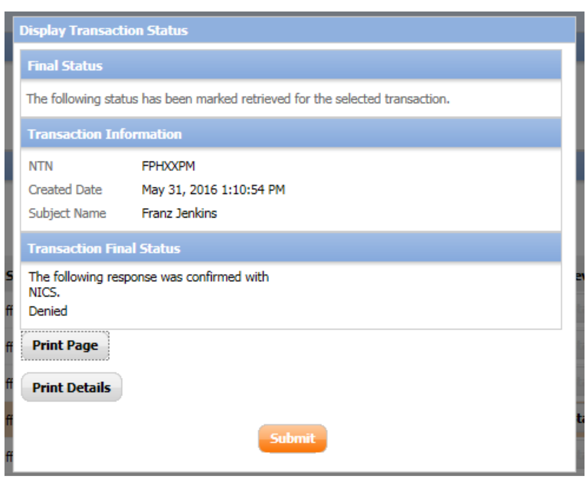


Figure 5-12: Display Transaction Status Page

4. The status will change to display ‘Denied’ on the Check NTN Status page.

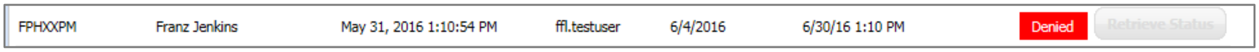


Figure 5-13: Denied Status

5. Document the status.

5.5 Firearm Transfer Questions

The section below documents the steps to follow if the transaction has reached the Brady Transfer Date. Follow the same steps to retrieve a denied transaction and then you will be prompted to answer the Firearm Transfer Questions.

1. Answer, “Was the firearm transferred?

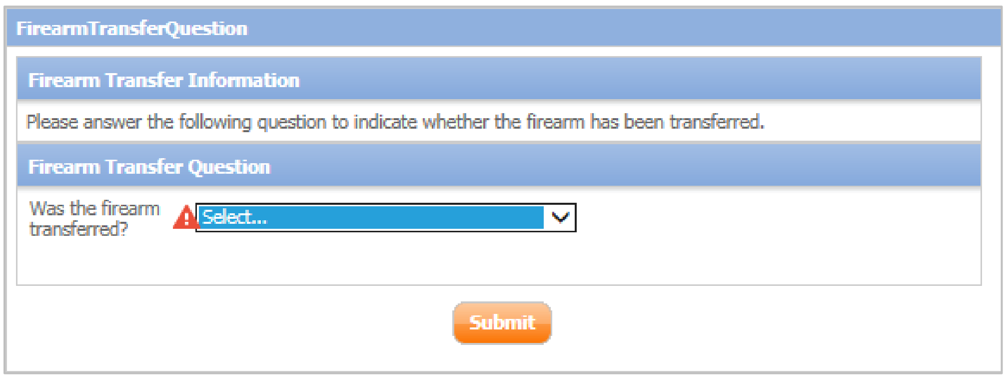


Figure 5-14: Firearm Transfer Question

If ‘Yes, the firearm transferred and I am acknowledging receipt of the Deny status’ is selected, fields will display to enter the buyer’s address and date the firearm was transferred. Click the Submit button.

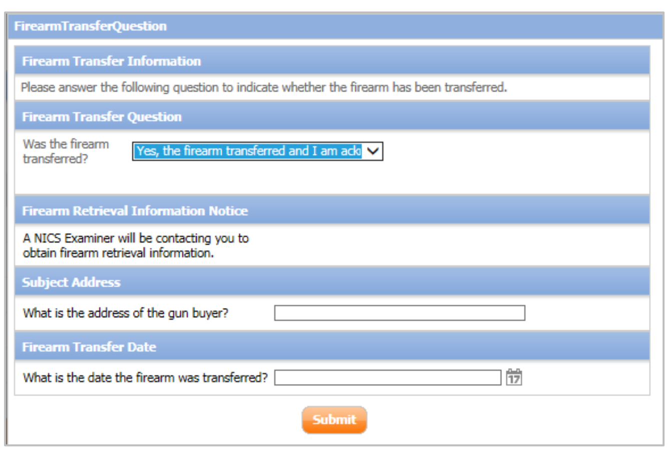


Figure 5-15: Firearm Transfer Question: Yes

You will then need to fax the 4473 Form to ATF.

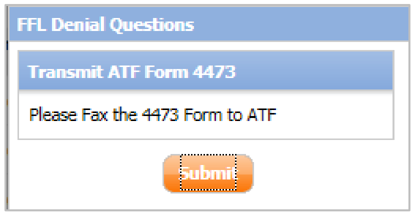


Figure 5-16: Firearm Transfer Question: 4473

If 'No, the firearm did not transfer and I am acknowledging receipt of the Deny Status' is selected click the Submit button.

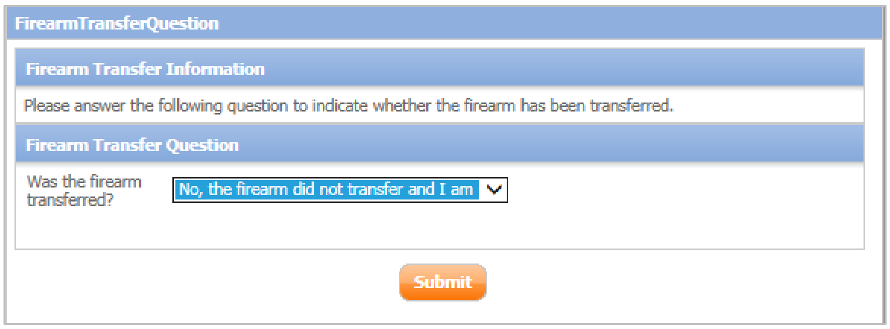


Figure 5-17: Firearm Transfer Question: No

If 'Unknown, I do not know if the firearm has transferred and I am acknowledging receipt of the Deny Status', then click the Submit button.

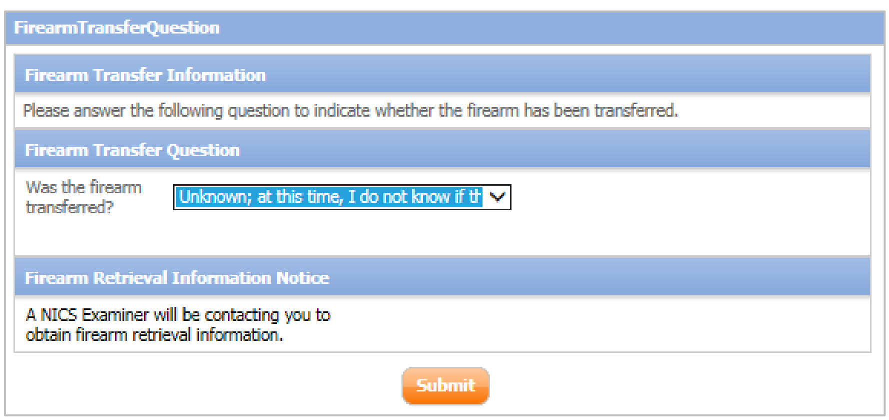


Figure 5-18: Firearm Transfer Question: Unknown

6. NTN History Query

6.1 Query an NTN

Inquiries allow users to retrieve information based on a specific set of criteria. Multiple search criteria can be applied when querying an NTN. The section below documents the steps necessary to query an NTN.

1. Click the **NTN History Query** from the Processes section.

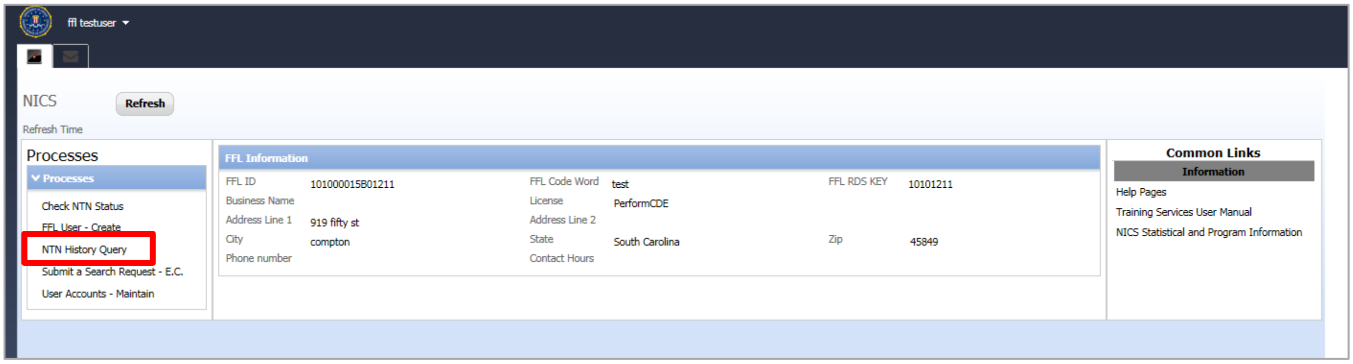


Figure 6-1: NTN History Query

2. Use one (or more) of the pre-populated Field dropdowns to select the criteria.
3. Enter the information to be searched in the Value field. Note: The more fields you use, the more specific the results will be.

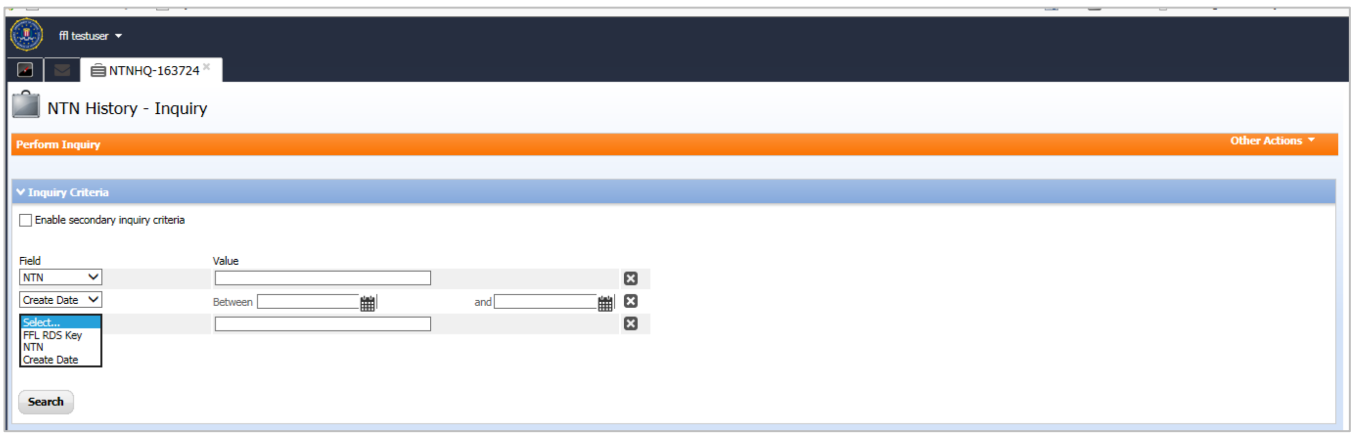


Figure 6-2: NTN History Query Search Criteria

The table below defines each field and criteria for each field within the Inquiry Criteria page, as well as denotes if the field is required.

Field Name	Field Type	Required Field (Y/N)?	Secondary Inquiry Criteria Enabled (Y/N)?	Description
NTN	Text	No	No	The number associated with the transaction
Cadence	Text	No	No	The cadence of the subject. Permitted values include: • JR • SR • II • III • IV • V • VI • VII • VIII • IX • X
Firearm Transfer	Dropdown	No	No	The response given by the user when setting or retrieving the status of a denied transaction to the question "Was the firearm transferred?" Permitted values include: • No, the firearm did not transfer and I am acknowledging receipt of the Deny status • Unknown; at this time, I do not know if the firearm transferred and I am acknowledging receipt of the Deny status • Yes, the firearm transferred and I am acknowledging receipt of the Deny status
Create Date Start	Text	No	No	The date the NTN was created
NTN Status	Dropdown	No	Yes	The status assigned to a transaction Applicable to State and FBI searches: • I = Initial Search (System-applied only) Applicable to State Searches: • M = Submitted to State Applicable to FBI Searches: • D = Denied • P = Proceed • C = Cancelled • Y = Redo Cancel (System-applied only) • L = Delayed • V = Open • A = Under Appeal

Field Name	Field Type	Required Field (Y/N)?	Secondary Inquiry Criteria Enabled (Y/N)?	Description
Citizen	Dropdown	No	Yes	The citizenship of the subject. Permitted values include: • Citizen • Non-U.S. Citizen
State of Purchase	Dropdown	No	Yes	The state of purchase of the subject.
State of Residence	Dropdown	No	Yes	The state of residence of the subject.
Place of Birth	Dropdown	No	Yes	The place of birth of the subject.
Retrieved Indicator	Dropdown	No	Yes	Indicates whether the NTN status was retrieved. Permitted values: • Yes • No

Table 6-1: NTN History Query Search Criteria

4. Click the **Search** button to display the query results.

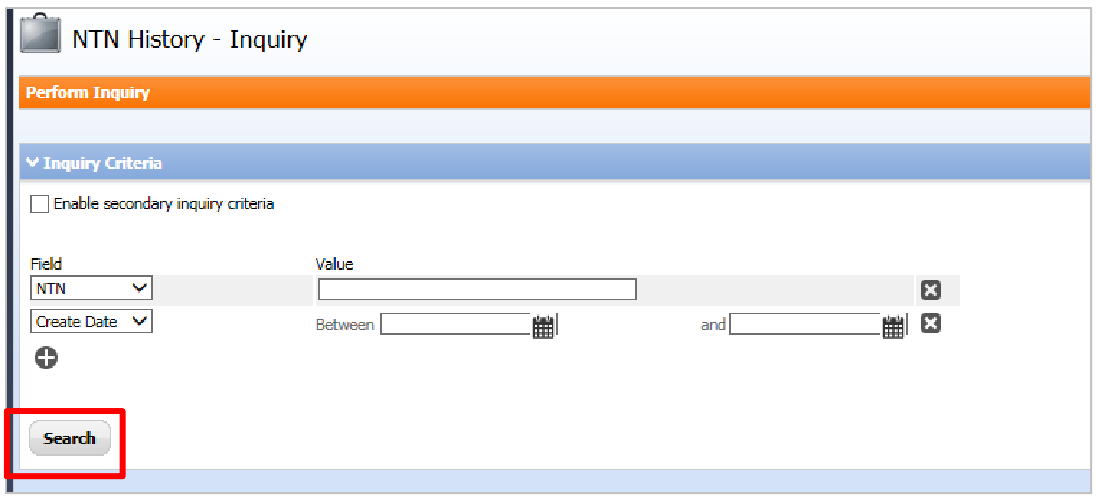


Figure 6-3: NTN History Query Search

5. The search results will display in a list below the Inquiry Criteria. The first 100 search results will display on the first page.
6. Double-click the results to open the record.

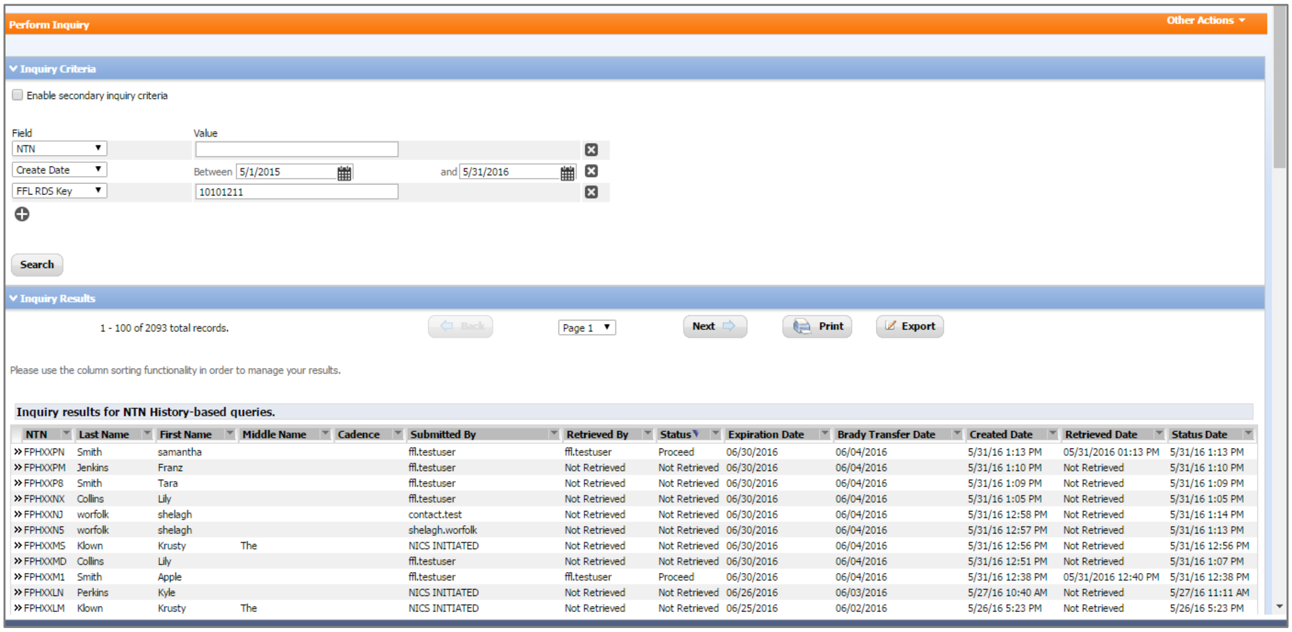
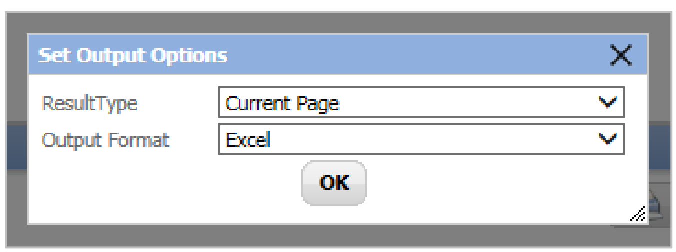


Figure 6-4: NTN History Query Search Results

7. To export the NTN results, select the Export button.

8. Select the applicable Result Type and Output Format.
9. Click the OK button to continue.

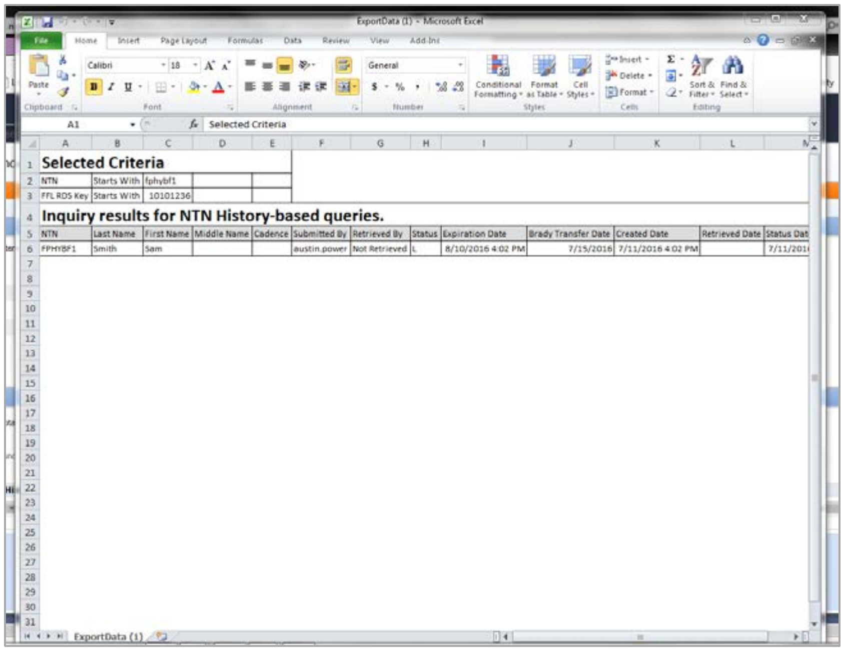


*Note: Depending on your browser these next few steps may differ.

If the Excel output is selected, a pop-up will display to open the document.

10. Select the Open button.

11. The Excel document will display. Print or save the document if applicable.



7. FFL User – Create

To create an FFL user, select the FFL User – Create process link on the Home tab.

1. Select the FFL User – Create process link.

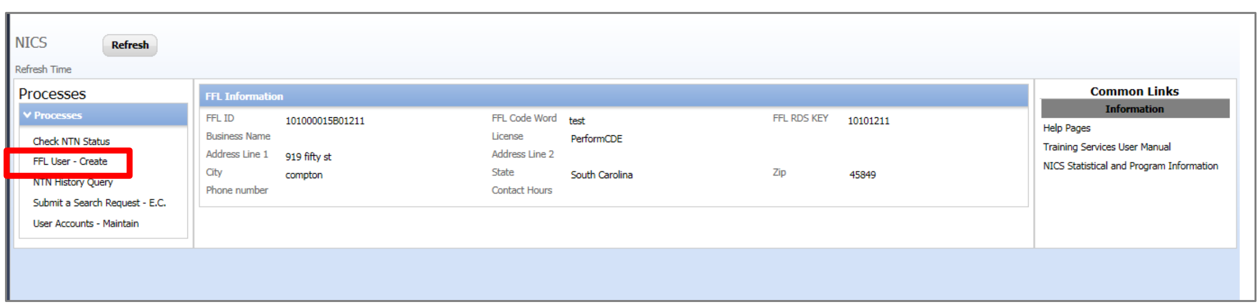


Figure 7-1: FFL User – Create

2. Enter the User Information data in the required fields on the User Account page.

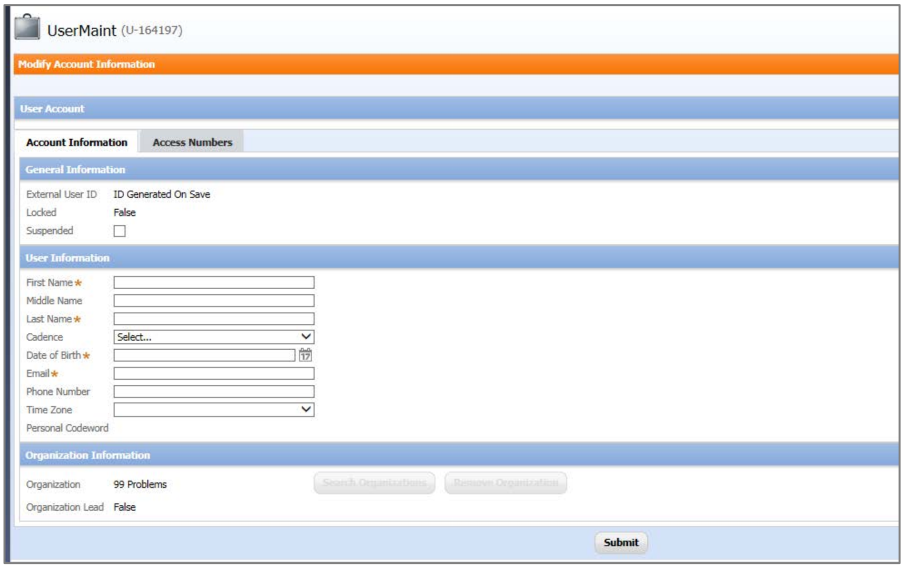


Figure 7-2: Account Information

3. Select the Access Numbers tab.
4. Click the Add FFL button.

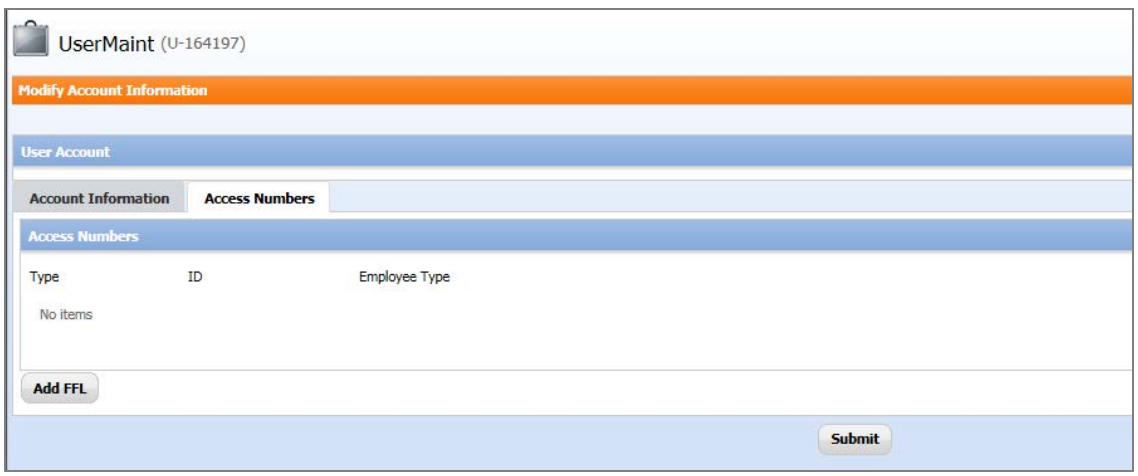


Figure 7-3: Access Numbers

5. Select the appropriate field from the dropdown menu. Enter the Value to search and click the Search button.

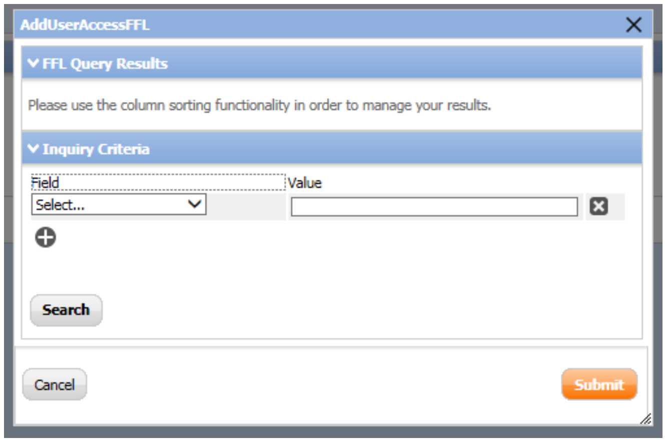


Figure 7-4: Add User Access FFL

6. The FFL Inquiry Results will display. If you only have one FFL then that is the only one that will display.
7. Select the checkbox next to the applicable FFL.
8. Click the Submit button.

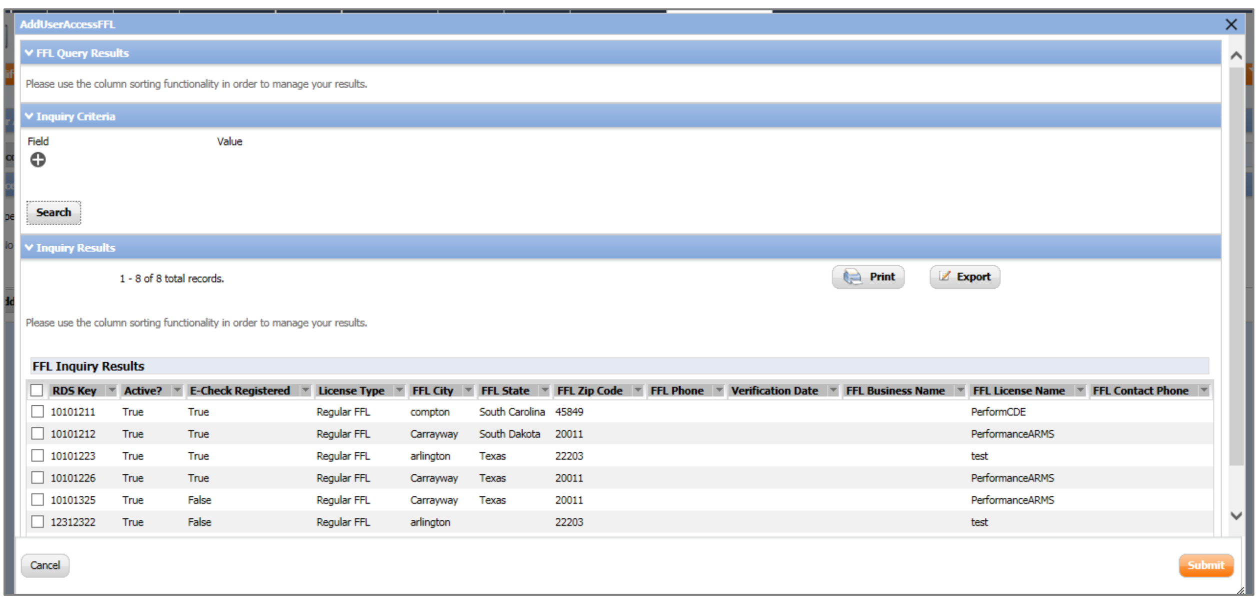


Figure 7-5: FFL Inquiry Results

9. The FFL RDS Key will display on the Access Number tab.
10. Click the Submit button.

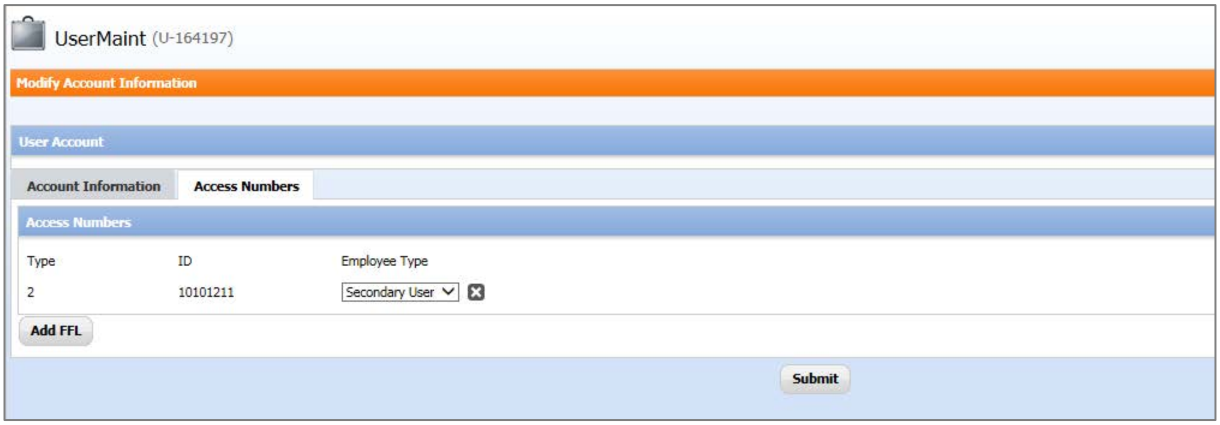


Figure 7-6: Access Numbers

11. A success message will display.
12. Click the Reopen button to modify the FFL User account.

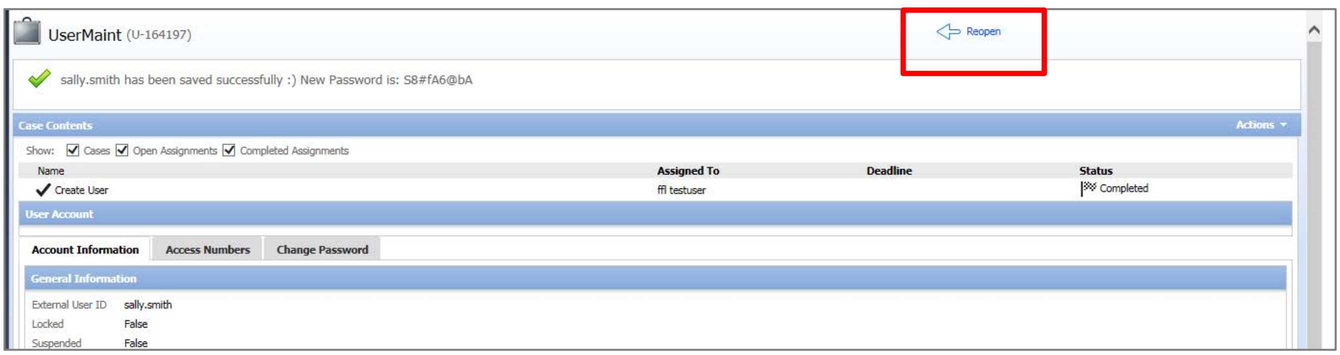


Figure 7-7: User Maintenance Success Message

8. User Accounts – Maintain

1. To modify an FFL user account, select the User Accounts – Maintan process link from the Home tab.

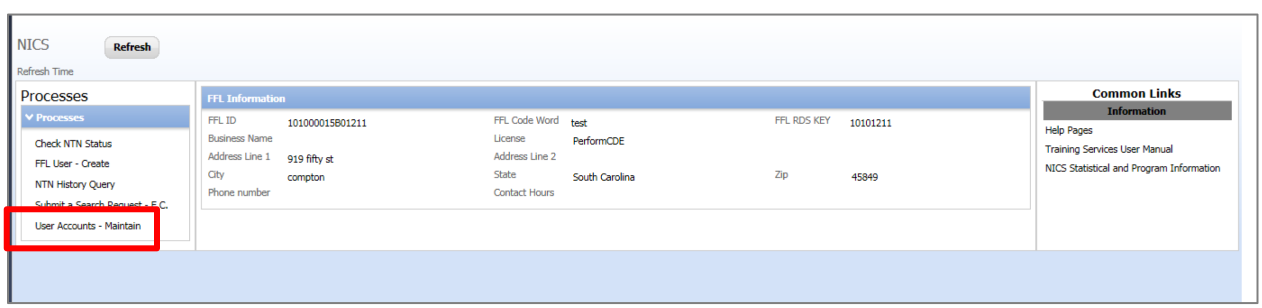


Figure 8-1: User Accounts – Maintain Process Link

2. Select the Inquiry Criteria criteria and enter the appropriate value.

   Note: You may do a search based on only one field or multiple fields in order to better narrow the results.

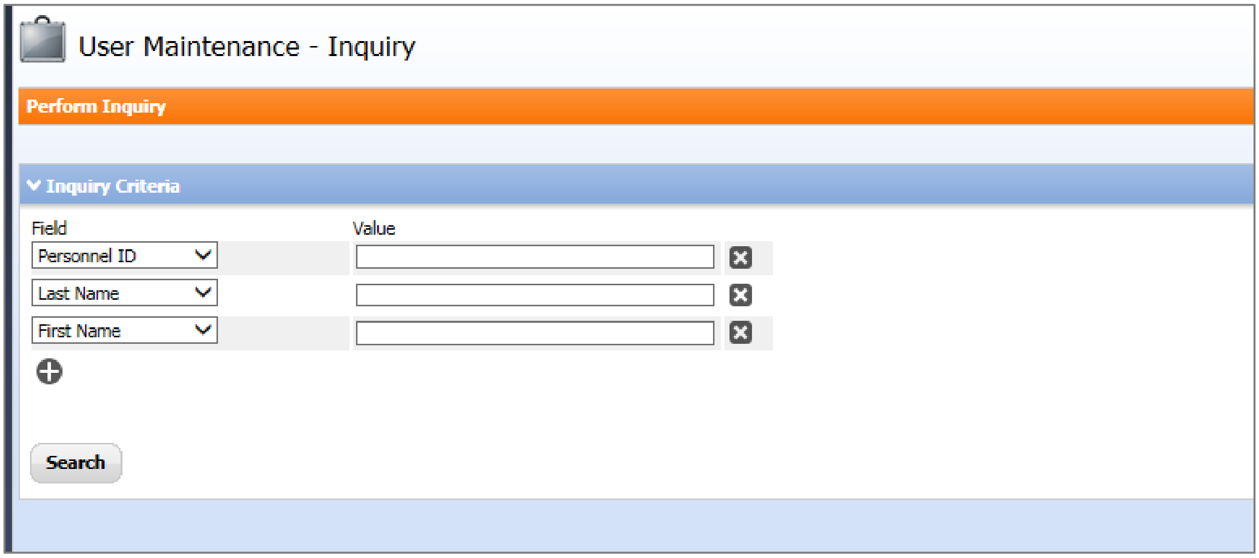


Figure 8-2: User Maintenance – Inquiry

3. The Inquiry Results page will display. Double-click the User ID row to open the User Account page.

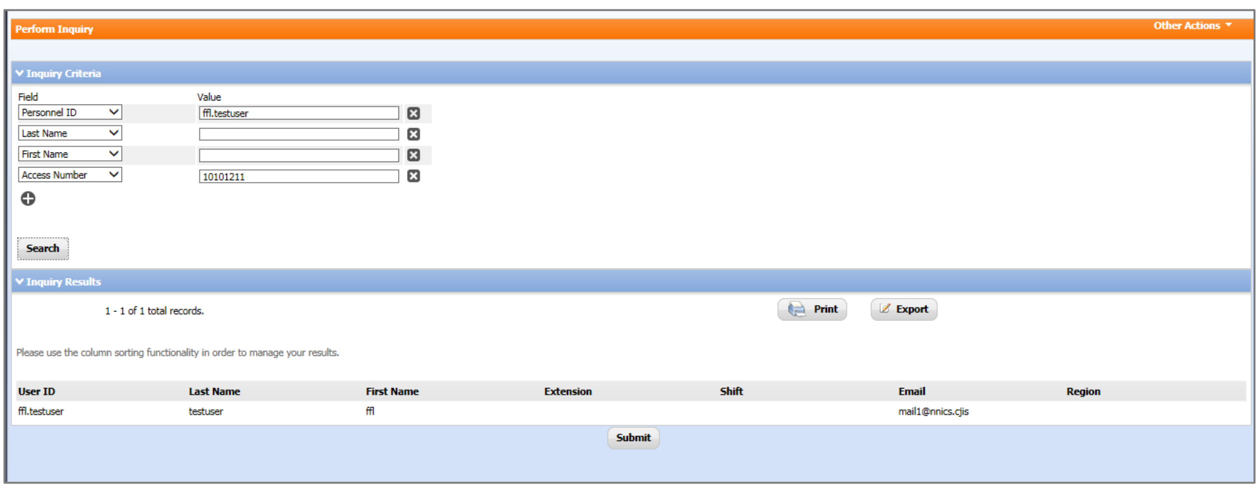


Figure 8-3: Inquiry Results

4. The User Account page will display in read-only mode. Select the Reopen button to enable you to modify the account.

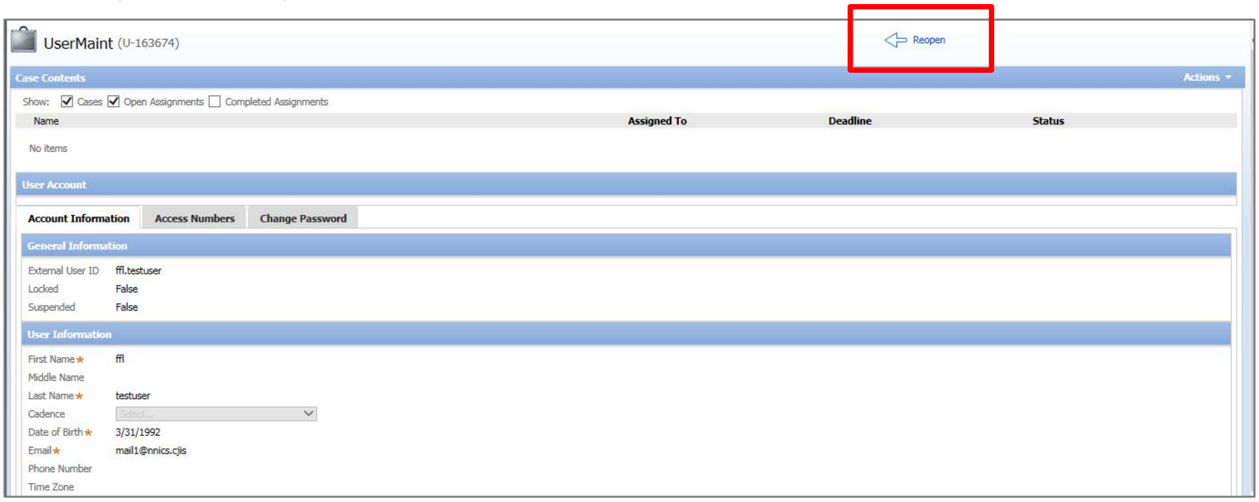


Figure 8-4: User Account Page

5. Modify the Account Information as needed.

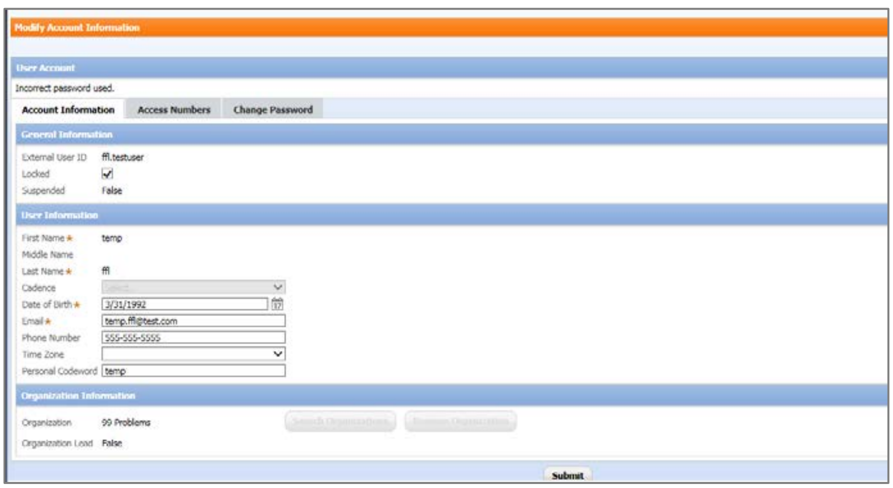


Figure 8-5: Account Information

6. Modify the Access Numbers tab as needed. If you only have one FFL then it is the only one that will appear.

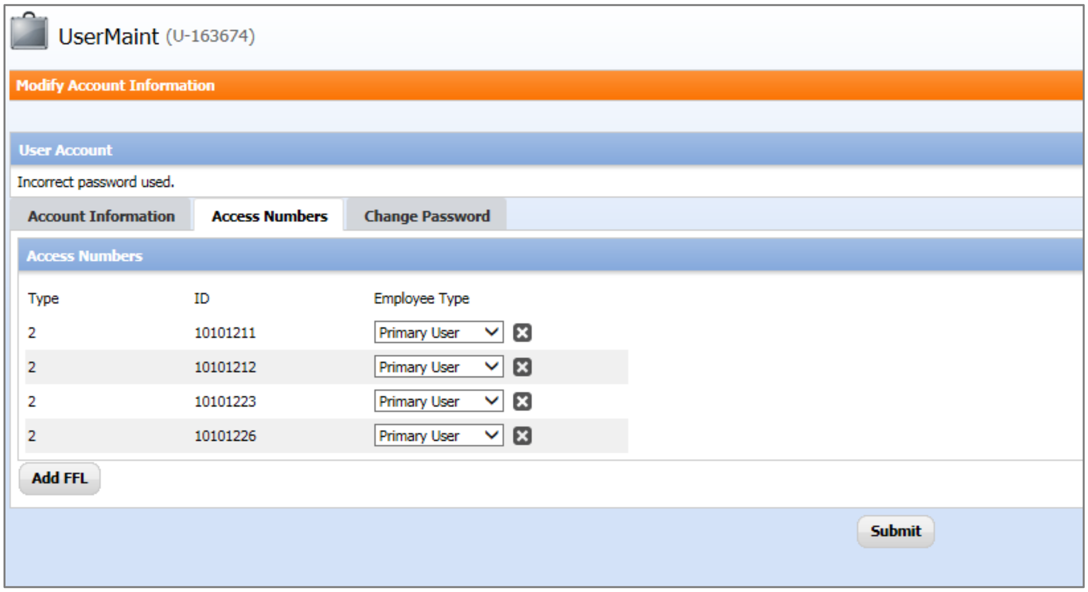


Figure 8-6: Access Numbers Tab

7. The Change Password tab is used to edit your password. Enter the old password and create and confirm a new password.
8. Click the **Change Password** button.
9. Click the **Submit** button to save all changes to the user account.

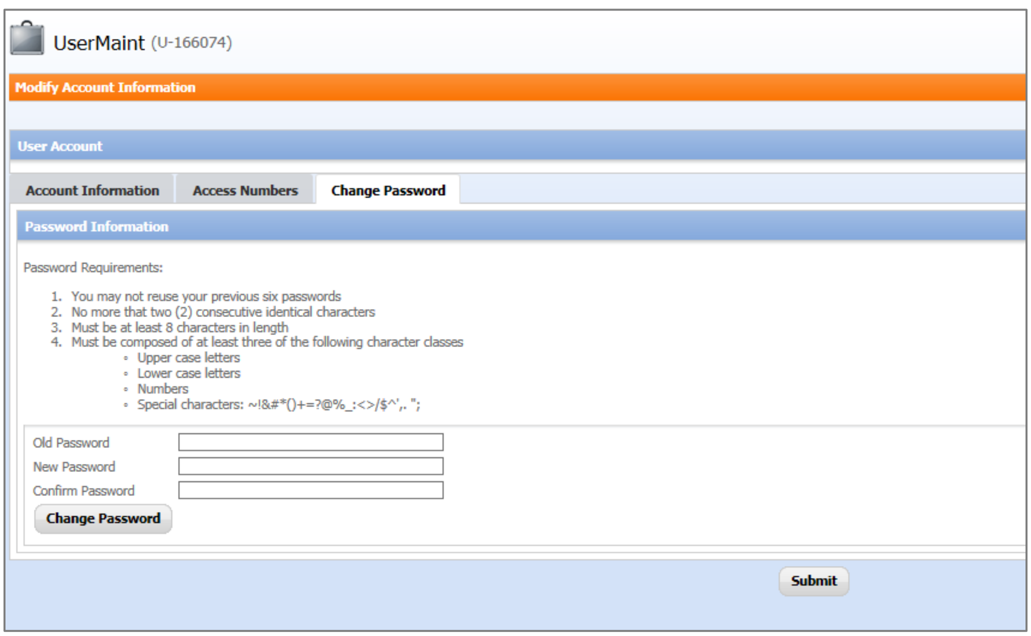


Figure 8-7: Change Password Tab